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Mr. & Offer

Send copies of the attached  
to the head of each office

1. We are to prepare the  
✓ notice on the MAG  
membership
2. I suggest we copy  
the attached memo with  
a memo from me to  
office heads citing the  
statistics we had the  
other day on the number  
of DDS attendees to the  
supervision & management  
courses and urging that  
more supervision be

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70-1685/8

15 JUN 1970

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology  
Deputy Director for Support

SUBJECT : Maximizing the Abilities of Young Employees

1. I should like to underscore some of the observations made during our recent discussion of the Task Force report on Agency procedures for determining the needs, utilization and development of young employees.
2. First, it was encouraging to note that in general Agency managers are aware of the need to maintain open communication with our young people and are concerned about their development and the contribution they can make to our overall mission. We must do all we can to foster this awareness and concern and to put to better use established procedures for developing younger talents.
3. It is essential that we continue to acquire a proper mix of young professional employees whether they be brought in through the Career Training Program mechanism or are hired directly by the several Career Services for specific jobs. Manpower ceiling restrictions must not be permitted to affect adversely a properly planned program against long-range needs for the recruitment and deployment of young employees. I have instructed the Director of Personnel to report to me instances where such restrictions appear to be limiting the necessary input of young professional people in any Agency component. I look to him to recommend to me means to resolve such problems.
4. A Notice will be issued shortly listing the membership of the Management Advisory Group. I agree that appropriate attention should be given to this Group and its activities throughout the Agency and suggest that you make arrangements to accomplish this through referrals to it at your Staff Meetings and subordinate Staff Meetings.
5. Our record of enrollment in the Office of Training one-week Supervision Course and the one-week Management Training Course must be improved. I would like each of you to discuss this matter with your senior managers and to urge them to take fuller advantage of these courses in assigning first-line supervisors and managers at the GS-11 to GS-14 grade levels to this training.



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6. From time-to-time, studies in the general area of personnel management will be brought to our attention. When deemed appropriate for a larger dissemination, I suggest that such studies be distributed at least among your immediate staffs and your office heads or division chiefs.



L. E. White  
Executive Director-Comptroller

cc: Inspector General  
General Counsel  
Director of Personnel

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